

Board and Committee Meeting Process

Meeting Preparation

- Agenda items must be submitted to the Secretary or meeting facilitator at least seven days prior to the meeting.
 - All agenda items shall have an individual sponsor, noted on the agenda, and shall be denoted as Informational (no discussion required), Discussion (no vote), or Decision (vote at this meeting).
- The Secretary or meeting facilitator will email Board/Committee members the meeting agenda no later than 48 hours before the meeting.

Meeting Format

Agenda Review and Approval

- Matters not included in the agenda packet may be discussed, but only if a majority approves, and then only after all motions included the packet have been debated and voted on.
- Items shall not be discussed unless that sponsor (or a designated proxy) is present to introduce the item.
- If any emergency agenda items are requested to be added to the agenda, the Board must vote whether or not to approve them before they are discussed.

Motions

- **Main Motions:** Any Board or Committee member may bring a Main Motion to the floor when there is not already an unresolved motion on the floor. Motions related to approved agenda items will be given priority.
 - Main Motions must be seconded and may be discussed.
 - The meeting facilitator may call for a vote when they determine it is appropriate.
 - Main Motions require a formal majority vote to pass.
- **Subsidiary Motions:** Any Board or Committee member may bring a Subsidiary Motion to the floor while there is a Main Motion on the floor. Subsidiary Motions are motions to amend a Main Motion, introduce a substitute motion to a Main Motion, or delay discussion and/or voting on a Main Motion until the next meeting or a designated time.

Voting Process

- Whenever a vote is called, the facilitator will ask for all voting members present to raise their hands and give a verbal “aye” if they are in favor. Then the facilitator will ask for all voting members

present to raise their hands and give a verbal “nay” if they are opposed. Members may also abstain from voting.

- If a consensus is not reached during the vote, the item being voted upon may be discussed. Discussion is focused on the merits of the proposal, and whether it will be good for TAG. Discussion may lead to amendments to the proposal in order to address concerns of members.
- If objections cannot be worked out through discussion, or when an emergency decision might require an override of the objection, the Board may opt to override the objection. Override votes require a three-fourths majority to pass.

Old Business/New Business

- The Secretary or meeting facilitator will take roll.
- The Secretary or meeting facilitator will read the last meeting's minutes and call for a vote to approve them.
- Any other Old Business on the agenda will be addressed.
- All New Business of the agenda will be addressed.
- If any emergency items were added to the agenda, they will then be addressed.

Meeting Time Limits

- Board and Committee meetings will start at the designated time. If there is no quorum present within the first 15 minutes, it will be left to the discretion of the facilitator to wait a reasonable amount of time or to cancel/reschedule the meeting.
- Meetings should not last longer than two hours, unless the Board or Committee votes to extend the meeting time.
 - The vote to extend meeting time must pass with a three-fourths majority.
 - If the meeting lasts longer than two hours, there will be a ten-minute break after two hours.
- Any items on the agenda not reached by the meeting's designated end time will be dealt with as per the facilitator's discretion. At this time, the facilitator will be prepared to recommend deferring the items, referring them back to the appropriate committee/s, or extending the meeting.

Meeting End

- At the end of each meeting, the time and date of the next meeting will be confirmed.
- Each Board meeting will be followed by a game.